CONSTITUTION,

BY-LAWS, RULES OF ORDER,

AND

SCALE OF PRICES

OF

COLUMBIA TYPOGRAPHICAL UNION,

. . No. 101, . .

WASHINGTON, D. C.

ADOPTED JULY, 1896.

AMENDMENTS TO JANUARY 1, 1901.

WASHINGTON, D. C.
JUDD & DETWEILER, PRINTERS.
1901.

334188
T962 wc
1901

ORDER OF BUSINESS.

I.—Reading the Minutes.

II.—Reception of Traveling Cards.

III.—Report of Committee on Nominations.

IV.—Election and Obligation of Candidates.

V.—Reception of Bills, Communications, etc.

VI.—Reports of Standing and Special Committees.

VII.—Reports of Officers of the Union.

VIII.—Election and Installation of Officers.

IX.—Unfinished Business.

X.—New Business.

XI.—Good and Welfare of the Union.

P 28152

Digitized by the Internet Archive
in 2017 with funding from
University of Illinois Urbana-Champaign Alternates

https://archive.org/details/constitutionbyla1901inte

CONSTITUTION.

ARTICLE I.

TITLE, OBJECTS, AND JURISDICTION.

SECTION 1. This body shall be known as COLUMBIA TYPOGRAPHICAL UNION, No. 101, working under the jurisdiction of the International Typographical Union.

SEC. 2. Its objects are to protect, maintain, and advance craft interests, to fix and regulate prices, to prescribe rules to govern trade intercourse, and to secure to members their rights under law and custom.

SEC. 3. Its jurisdiction shall be coextensive with the District of Columbia.

SEC. 4. All official acts and publications shall be in the name of "Columbia Typographical Union, No. 101," and be signed by the President and attested by the Secretary, under seal.

SEC. 5. The Union shall not be dissolved nor its charter surrendered so long as seven members determine to preserve the organization.

ARTICLE II.

MEMBERSHIP.

SECTION 1. The membership shall be composed of—

SEC. 2. *Active Members.*—Practical printers (except employers and printers not working at the printing business or engaged in clerical work not requiring a knowledge of printing), typesetting-machine operators, machine tenders, type measurers, average computers, proof readers, copy cutters, and copyholders; but all typesetting-machine operators,

type measurers, proof readers, copy cutters, and copyholders shall be practical printers: *Provided*, That apprentices may be employed as copyholders, and that this section shall not apply to copyholders, copy-cutters, average computers, and type measurers employed at the time of the adoption of this Constitution: *Provided further*, That publishers of what are technically known as craft or trade papers otherwise eligible and practical printers temporarily or otherwise employed in editorial or reportorial work shall be exempt from the operation of this section.

SEC. 3. *Honorary Members.*—Persons upon whom the Union may confer honorary membership for reasons satisfactory to two-thirds of the members present at any regular meeting. Such members shall enjoy all the privileges of active members except the right to vote and hold office, and except funeral benefits, and shall be subject to the discipline of the Union, but shall be exempt from all dues, fines, and assessments.

SEC. 4. *Passive Membe rs.*—Active members who may retire from the business of printing or become engaged in clerical work not requiring a knowledge of printing, or who may become employers, shall become passive members. Such members shall enjoy all the privileges of active members except the right to vote and hoid office, and shall be subject to the discipline of the Union. They shall pay fifty cents per month, and shall be entitled to all funeral benefits.

SEC. 5. *Superannuated Members.*—Active members only, who have become incapacitated for performing work by advanced years or other causes over which they have no control, and who have been members of this Union at least one year, may, on request, by a majority vote of the Union, be known as Superannuated Members, and shall be exempt from all dues and assessments. On the death of any such member having heirs who were actually dependent on him for support, the same funeral benefits shall be due as in the case of an active member; but in all other cases such funeral benefit only shall be due and payable as is determined to be absolutely necessary by the President, Secretary, and Treasurer of the Union

(whose action may be subject to review by the Union), such sum in no case to exceed one hundred and fifty dollars.

SEC. 6. *Apprentice Members.*—Apprentices in the last year of apprenticeship may be admitted to apprentice membership. Such members shall be admitted to all meetings of the Union and enjoy the same privileges and be subject to the same discipline as active members, except the right to vote and hold office. They shall pay twenty-five cents as monthly dues and be exempt from all other dues, fines, and assessments, except funeral assessments, and shall receive the same funeral benefits as active members.

SEC. 7. Any change from one list to another shall be reported by the Secretary at the first regular meeting thereafter.

ARTICLE III.

MEETINGS.

SECTION 1. Stated meetings shall be held on such day and at such hour and place as may from time to time be determined on and designated in the By-Laws.

SEC. 2. Special meetings may be called by the President in his discretion, and shall be called on the written request of twenty-five members in good standing, representing at least five chapels: *Provided*, That questions for the consideration of which a special meeting has been held having been decided, a second special meeting for the same purpose shall not be called prior to the next regular meeting unless in the opinion of the President or one hundred members the welfare of the Union requires it.

SEC. 3. It shall require a three-fourths vote to suspend the reading of the minutes.

ARTICLE IV.

OFFICERS, DELEGATES, AND COMMITTEES.

SECTION 1. There shall be elected a President, Vice-President, Secretary, Treasurer, Organizer, Sergeant-at-Arms, Doorkeeper, three Auditors (who may be elected in open meeting), and Delegates and Alternates to the International

Typographical Union; also a Board of Trustees, consisting of five members, three of whom shall be elected (one each year), the President and Secretary being *ex officio* members thereof. Before being eligible to have his or her name placed upon the official ballot, every candidate for President, Vice-President, Secretary, Treasurer, Trustee, Delegate, or Alternate to the International Typographical Union must take before a notary public the following oath or affirmation, which oath or affirmation must be duly aud legally signed, sealed, and delivered to the Secretary of the Union:

I, ——— ———, *solemnly swear* [*or affirm*] *that I do not now belong, nor have I belonged since the seventh day of January,* 1896, *nor will I belong at any time in the future, to any society or combination composed wholly or partly of members of this Union or any other Union under the jurisdiction of the International Typographical Union, the intent and purpose of which is to interfere with the trade regulations or influence or control the legislation of this or any other Union, the selection or election of officers, or the selection of members for preferred situations.*

(*Signed*) ——— ———.

Subscribed and sworn to before me this ——— *day of* ———, 190–.

[SEAL.] ——— ———,
Notary Public.

SEC. 2. The following standing committees and delegates shall be appointed by the President:

1. Business Committee, of five members.
2. Committee on Nominations, of five members.
3. Finance Committee, of three members.
4. Printing Committee, of three members.
5. Grievance Committee, of five members.
6. Conference Committee, of three members.
7. Entertainment Committee, of seven members.
8. Library Committee, of three members.
9. Relief Committee, of three members.
10. Laws Committee, of three members.

11. Allied Printing Trades Council Committee, of three members.

12. Delegates to Central Labor Union, of five members.

SEC. 3. The President may appoint a Reading Clerk at each meeting if in his judgment it is necessary.

SEC. 4. Officers may be impeached for violation of law, willful abuse or corrupt use of power, or immoral conduct.

ARTICLE V.

QUORUM.

Twenty-five members in good standing shall constitute a quorum for the transaction of all business.

ARTICLE VI.

DUES AND ASSESSMENTS.

Dues and assessments shall be levied in the manner prescribed in the By-Laws.

ARTICLE VII.

INTERNATIONAL UNION CARDS.

International Union cards shall be issued to members in good standing leaving the jurisdiction.

ARTICLE VIII.

FUNDS.

SECTION 1. The funds of the Union may be appropriated—first, for necessary expenses, which shall require a majority vote; second, for such purposes as may be directed by a three-fourths vote of the members present at a stated or special meeting: *Provided*, That not more than twenty-five dollars shall be appropriated at any meeting for a single purpose except by a vote of nine-tenths of the members present and voting.

Sec. 2. No motion for an appropriation shall be entertained by the presiding officer unless the sum asked for is available in excess of the amount necessary for the current expenses of the month.

Sec. 3. All checks drawn by the Treasurer shall be countersigned by the President.

ARTICLE IX.

SCALE OF PRICES.

The Union must arrange an equitable scale of prices and rules for the government of the craft, including the subject of apprentices: *Provided*, That all questions affecting trade prices shall be considered in Committee of the Whole, the final vote in the Union to be by secret ballot, as provided in the General Laws of the International Typographical Union.

ARTICLE X.

AMENDMENTS.

The Constitution, By-Laws, and Scale of Prices may be amended on one month's notice with the concurrence of two-thirds of the members present: *Provided*, That all propositions of amendment must be submitted in writing at a stated meeting: *Provided further*, That all amendments offered to the Constitution, By-Laws, and scale of prices shall be printed on the regular meeting notices.

BY-LAWS.

ARTICLE I.

MEETINGS.

SECTION 1. Stated meetings must be held on the third Sunday of each month, at 2.30 p. m., at Typographical Temple.

SEC. 2. Special meetings shall be called in conformity with the Constitution, but nothing can be proposed or acted on at such meetings which is not set out in the call.

SEC. 3. In the absence of the President and Vice-President the Union shall designate a member to preside, who shall exercise all the functions of President for the time being.

Vacancies in other offices shall be temporarily filled by appointment by the presiding officer.

ARTICLE II.

ELECTION OF OFFICERS AND DELEGATES.

SECTION 1. The election of officers of the Union shall be held on the third Wednesday in May of each year. Delegates to the International Typographical Union shall be chosen on the third Wednesday in May preceding the convention.

SEC. 2. On the day preceding the time for holding the election each organized chapel (except as hereinafter provided) shall elect two members (who are not candidates for office at that election) to serve in conjunction with the chairman of the chapel as an election board. If the chairman is a candidate the chapel shall elect three members to constitute said election board. So soon as a chapel shall have named its election board, and decided as to the time of voting, the chairman shall post a notice of the same in the chapel.

Sec. 3. It shall be the duty of the election board to receive and deposit the ballots in the box prepared for that purpose, and to keep a true and faithful record of the number of votes deposited and the name of each voter and mark his or her card by clipping off the upper right-hand corner. As soon as the polls are closed the board shall proceed to count the ballots and make a true return, stating the whole number of votes cast in the chapel, by whom they were cast, and the number received by each candidate, and attest the same with their signatures. A copy of such return shall be filed with the chairman of the chapel, who shall post the same, and the original shall be delivered, together with the ballot-box properly sealed, to the President, Vice-President, and Secretary of the Union (who shall be present at the Secretary's office on the night of the election for that purpose) at the earliest possible time after the count has been concluded and not later than 10 o'clock p. m. of the said day of election. Every ballot cast in the various chapels and at the Secretary's office must be carefully preserved and returned to the ballot-box at the conclusion of the count.

Sec. 4. Polls must be kept open in every office in the jurisdiction of this Union which has an organized chapel on the day of election, between the hours of 2.30 o'clock p. m. and 4 o'clock p. m., for the purpose of receiving the votes of the members of this Union who may be entitled to vote in such chapel: *Provided*, That where there are less than ten members regularly employed in a chapel such chapel may, by a majority vote, instruct its members to deposit their ballots at the Secretary's chapel. All votes shall be counted in the room where cast, if possible, and any member of the chapel who desires to do so can witness the count. In case it be impossible to have the vote of a chapel counted where cast, it shall be the duty of the chapel election board to convey the ballot-box to the Typographical Temple as soon as the polls close, and at once count the vote of said chapel and announce the same, conducting such count and making such returns as provided for in Section 3.

Sec. 5. For the accommodation of such members of the

Union as may not be regularly connected with any chapel, and for the convenience of those members of any regular chapel who cannot be at their respective polling places during the time the vote is taken, polls shall be opened at the office of the Secretary on the day of election from 2 o'clock p. m. to 6 o'clock p. m., and the President shall appoint, at the stated meeting next preceding the election, three members (who are not candidates) to constitute an election board to conduct such election, the members of said board to receive 50 cents per hour for time actually employed in receiving and counting the vote at the Secretary's chapel. The board shall proceed in the same manner as provided in Section 3, for the holding of elections in the other chapels, and shall make returns as therein directed. Any candidate may designate one member of the Union to be present at the counting of the vote in the Secretary's chapel for the purpose of guarding the interest of such candidate, or candidates may themselves attend in such capacity.

Sec. 6. Nominations must be made at the stated meeting of the Union in April preceding the election, but candidates may notify the Secretary of their acceptance at any time after such meeting until within ten days of the election.

Sec. 7. The Secretary shall provide the several election boards with ballot boxes, tally sheets, envelopes, slips for sealing the ballot boxes (which slips must be signed by all the members of the chapel election board), and such other stationery as may be necessary, upon which to make returns in the proper form.

Sec. 8. The officers of the Union designated in Section 3 shall, upon receipt of the full returns, make a tabulated statement of the entire vote and cause the same to be printed as early as possible.

Sec. 9. Each chapel shall remunerate its own election board in such manner as to a majority thereof shall seem proper; but the members of such chapel board shall not receive a greater sum per hour than they would earn at their regular employment in the office where such election is held, and they shall only be paid for actual time lost.

Sec. 10. One week before the election the Secretary shall have printed a sufficient number of tickets to supply the chairman of each chapel with ballots for each member of the chapel. The tickets shall contain the names of all the candidates, alphabetically arranged under their proper headings, printed in lateral boxes, with a small square box at the left for marking with a cross. No tickets other than those furnished by the Secretary shall be used.

Sec. 11. In preparing the ballot for voting each voter will mark a cross in the small square box at the left, opposite the name of the candidate or candidates for whom he or she desires to vote, and make no other mark or erasure on the ballot.

Sec. 12. No member shall be allowed to vote at any election unless he or she holds a paid-up working card for the current month and has paid all fines and assessments.

Sec. 13. Any member of the International Typographical Union depositing a clear card one day before election shall be entitled to vote.

Sec. 14. In case two or more candidates receive the same number of votes, thereby affecting the result of the election, a new ballot shall he had at the first stated meeting of the Union after the election.

Sec. 15. Where there are more than two candidates for any office a plurality of the votes cast shall elect.

Sec. 16. Any candidate desiring to contest the election shall give notice of such intention at the first stated meeting of the Union after the election. Upon receipt of such notice the President shall, at the same meeting, announce the appointment of a special committee of five, whose duty it shall be to thoroughly investigate the case, recount the ballots, it by them deemed necessary, carefully revise the tally sheets, summon and examine witnesses, and make a report of their findings at the next stated meeting of the Union: *Provided*, That no candidate shall be entitled to contest except upon the written statement of at least five members that they have reason to believe, and do believe, that the said contestant has been defrauded in the returns or by the manner in which the election was held or the count made.

SEC. 17. Any member of any election board who shall make a false return, or shall knowingly receive the vote of any person not qualified to vote, shall be subject to expulsion from the Union, and shall not be reinstated except on payment of a fine of twenty-five dollars, and by a three-fourths vote of the Union.

SEC. 18. Any member of this Union who votes illegally at any election shall, upon conviction, be expelled, and shall not be reinstated except upon the payment of a fine of twenty-five dollars, and by a three-fourths vote of the Union.

SEC. 19. All violations of the election laws shall be prosecuted in the same manner as is provided for in the trial of members for other offenses against the laws of the Union, and the officers or any member of the Union may prefer the charges.

ARTICLE III.

VACANCIES IN OFFICE.

SECTION 1. Shou d there be a vacancy, from any cause, in the office of President, Secretary, or Treasurer at any time more than three months before the time for holding the next annual election, said vacancy shall be filled by the holding of an election in the same manner as is provided for in annual elections, the call for such special election to be issued by the acting official immediately upon receiving information of the vacancy. At least ten days' notice shall be given of said election.

SEC. 2. If a vacancy occurs in the office of President, Secretary, or Treasurer within less than three months of the time for holding the next annual election, said vacancy shall be filled by ballot at the next stated meeting of the Union, notice of said election being given on the printed call.

SEC. 3. Vacancies in any of the other elective offices of the Union, occurring at any time, shall be filled by ballot at a stated meeting of the Union, the usual notice being given on the call.

SEC. 4. The President is empowered to fill the vacancy in

any of the offices (except as otherwise provided) by appointment until the vacancy can be filled by election as hereinbefore provided.

ARTICLE IV.

INSTALLATION OF OFFICERS.

SECTION 1. Before the officers-elect enter upon the performance of their duties they shall severally repeat the following obligation, to be administered by the retiring or an ex-President:

I, ——— ———, pledge my honor that, to the best of my ability, I will discharge the duties of ——— of this Union and exert myself to maintain its integrity.

SEC. 2. Immediately after installation the President (unless the Union grant time to complete his selections) shall appoint the committees provided for in Section 2 of Article IV of the Constitution.

ARTICLE V.

DUTIES OF OFFICERS.

SECTION 1. *President.*—It shall be the duty of the President to preside at all meetings, enforce the Constitution, By-Laws, Rules, etc., appoint standing and special committees, except where the latter are otherwise ordered, and generally perform such duties as are prescribed in the By-Laws and belong to his office. He shall be privileged to vote on questions submitted to ballot and on questions requiring a two-thirds vote, but not otherwise unless to give the deciding vote.

SEC. 2. *Vice-President.*—It shall be the duty of the Vice-President to preside on request of the President or in his absence.

SEC. 3. *Secretary.*—The Secretary shall attend all meetings; keep exact and plain minutes of the proceedings, carefully recording the same in a book, and have the record present

at stated or adjourned meetings; notify candidates of their election; notify the Secretary-Treasurer of the International Typographical Union of the rejection of an applicant for membership, specifying the reasons, or of the expulsion of a member; furnish chairmen of committees with lists of members composing their respective committees within one week after appointment, and immediately after any matter is referred to a committee furnish the chairman thereof with an extract from the record embodying the same; conduct all correspondence not otherwise specially ordered (filing copies and journalizing substance); keep a book to be known as the "Black List," in which to record the names of all *rats* and *expelled members;* keep a record of all apprentices furnished by the chairmen and organizer; receive and collect initiation fees, dues, fines, and forfeitures, and pay the same to the Treasurer, taking his receipt therefor. He shall keep a book, wherein each member's name shall be inserted, showing the date of admission, payments of dues, and whether connection with the Union was severed by granting of card, suspension, expulsion, or death, which book shall be the register of the Union. At the January, April, July, and October meetings he shall present an exhibit showing the moneys received by him, arranged under proper headings, and the amounts due by delinquents. He shall submit annually at the stated meeting in April a full list of the members in good standing and furnish chairmen of chapels with a sufficient number of copies of said list for each member thereof. On or before the stated meeting in each month he shall furnish each member of the Union not in arrears with a working card, which shall be a certificate of good standlng for one month from date. He may issue a permit card to a printer coming from a place having no Union organization on filing an application for membership, and shall immediately refer such application to the Committee on Nominations for investigation, which card shall be in lieu of a working card until the Union disposes of the case: *Provided*, That no permit shall be issued to a person known to be unfair. He shall give bond in the sum of one thousand dollars. He shall keep

his office open six specified hours on each week-day for the transaction of business. He shall perform such other duties as the Union may direct.

Sec. 4. *Reading Clerk.*—The Reading Clerk shall assist the Secretary, and perform such other duties as may be assigned him by the President.

Sec. 5. *Treasurer.*—The Treasurer shall give good and sufficient security in the sum of one thousand dollars for the faithful discharge of his duties. He shall attend all meetings, receive all funds collected by the Secretary, and receipt therefor; keep an exact and true account of all moneys received and expended; but shall make no disbursements unless authorized so to do by the Union, the orders on him to be certified and signed by the President and Secretary. He shall furnish the Secretary in time for publication, before the stated meetings of January, April, July, and October, and at such other times as the Union may require, an itemized account of receipts and expenditures and the amount of money in the treasury. On his resignation, disability, or the expiration of his term of office he shall deliver to his successor all moneys, books, and papers belonging to his office. He shall turn over to the Board of Trustees three hundred dollars monthly.

Sec. 6. The *Board of Trustees* shall have charge, control, and supervision of the Union building at No. 425 G street northwest, known as Typographical Temple, and shall be empowered to make rules governing the same and occupants thereof; shall make and sign all leases and contracts with tenants and others; shall fix rental rates and receive all money from rents and from other sources for the benefit of the building fund. They shall make an itemized report at each stated meeting in the months of January, April, July, and October of each year (or oftener if required) of all receipts and expenditures. The chairman of the Board of Trustees shall give good and sufficient security in the sum of five hundred dollars for the faithful discharge of his duties. Each Trustee shall receive a salary of one dollar per annum for his services. All legal transactions for and in

behalf of the building shall be in the name of Columbia Typographical Union. No. 101. All rules and regulations shall be submitted to the Union.

SEC. 7. *Sergeant-at-Arms.*—The Sergeant-at-Arms shall attend all meetings, enforce compliance with the rules and regulations, and perform such other duties as the Union or the President may enjoin.

SEC. 8. *Doorkeeper.*—It shall be the duty of the doorkeeper to attend the door. He shall admit no member who is not provided with a working card unless vouched for by the Secretary.

SEC. 9. *Auditors.*—The Auditors shall examine and report on the books and accounts of the Secretary, Treasurer, Board of Trustees and committees of the Union for the quarters ending July 31, October 31, January 31, and April 30. They shall report to the Secretary-Treasurer of the International Typographical Union, within fifteen days thereafter, the number of members in good standing, number initiated, expelled or suspended, admitted or withdrawn by card for each month, together with such other information as the Executive Council may deem necessary. Should it at any time transpire that they have been guilty of willful misrepresentation of their reports, each of them shall be fined the sum of two dollars for each offense, which sum shall be forwarded to the Secretary-Treasurer of the International Typographical Union. They shall have authority to call for the books and accounts of all persons authorized to receive or disburse moneys of the Union for examination at any time, and shall have power to examine books and accounts of previous years if deemed necessary.

SEC. 10. *Organizer.*—It shall be the duty of the Organizer to visit and inquire into the trade conditions and work of such printing offices in the jurisdiction of this Union as do not employ regularly a sufficient number of journeymen to constitute a chapel. He shall visit and inquire into the trade conditions and work of any printing office in the jurisdiction having a regularly organized chapel when directed so to do by the President of the Union. He is hereby empowered to

collect dues and assessments from members of the Union unattached to a chapel, and shall issue working cards to such members and shall make returns to the Secretary of the Union of all moneys so collected. He shall formulate and keep, under the direction of the Secretary, an up-to-date record of all apprentices working in printing offices within this jurisdiction, which record shall show the full name, age, date of commencement of service, office where employed, transfers from one office to another, giving dates of such transfers, and under heading "Remarks" shall note any information which may be of value to the Union should any apprentice apply for membership in the Union at the expiration of his indenture. He shall immediately report to the President of the Union any infraction of the scale of prices that may come to his knowledge by any member of the Union, or the failure of any office within the jurisdiction to comply with the terms of the scale of prices or other regulation of the Union. He may perform any other service for the Union that the President may direct, but shall not be employed more than five days in any calendar month unless authorized by a majority vote of the Union: *Provided*, That he shall perform the duties of the Secretary during the sickness or enforced absence or leave of absence of that officer, at the discretion of the President. He shall be employed only at the discretion of the President unless otherwise ordered by the Union. He shall be paid at the rate of fifty cents per hour while actively employed, except when performing the duties of Secretary, when he shall receive the same compensation that the Secretary receives. In case of a vacancy in the office his successor shall be elected in open meeting to fill out the unexpired term.

ARTICLE VI.

COMMITTEES.

SECTION 1. *Business Committee* —This committee shall assemble at the call of its chairman (on the application of the chairman of an office) and decide any matter of dispute con-

cerning the business between journeymen or between journeymen and employers, which decision shall be binding until reversed by the Union; the committee shall at the next stated meeting report in writing the decision made, which must be approved or reversed immediately, unless further investigation be deemed necessary, in which case the matter may be recommitted or referred to a special committee. The chairman shall keep a book, wherein must be recorded all decisions, whether approved or not (with the fact stated), and have it present at the meetings of the committee and all meetings of the Union.

SEC. 2. The *Committee on Nominations* shall make diligent inquiry into the qualifications of applicants for membership and reinstatement and report thereon at the same or the succeeding stated meeting. The chairman of each office under the jurisdiction of this Union shall appoint a committee of three to investigate applicants from his office for membership as to their competency. Said committee shall report to the Committee on Nominations on printed blanks furnished for such purpose.

SEC. 3. The *Finance Committee* shall examine and report on all accounts for expenditures (other than those appropriated in open meeting of the Union) before payment.

SEC. 4. The *Printing Committee* shall have charge of and make all contracts for printing for the Union unless otherwise ordered by direct vote.

SEC. 5. *Grievance Committee.*—To this committee shall be referred all grievances from other labor organizations, who shall report at the next succeeding stated meeting of the Union on all matters so referred. In case of urgency (of which the President shall be the judge), the President may refer to the said committee, through its chairman, at any time, any grievance brought to his notice by any member of the Union or by the proper officer of any other labor organization, on which grievance the committee shall report at the next stated meeting of the Union. No boycott shall be levied or indorsed, except after a report by the Grievance Committee, and then by a two-thirds vote; and the violation of

any boycott levied or indorsed by this Union shall be punished by a fine of not less than one dollar: *Provided*, The Union, may, by a two-thirds vote, increase this penalty or provide for punishment by suspension. All reports of said committee shall be in writing, setting forth the evidence on which based. Any recommendation of the Grievance Committee must be immediately submitted to the Union without motion, and, upon adoption, shall be proclaimed by the President. Any member willfully violating any order of the Union made in the manner aforesaid shall be proceeded against in accordance with the provisions providing for uniform trials and charges.

SEC. 6. The *Conference Committee* shall co-operate with similar committees from allied trades holding charters under the International Typographical Union, and to such joint committee shall be referred for adjustment all difficulties with employers that concern more than one branch of the trade.

SEC. 7. The *Entertainment Committee* shall have charge of all entertainments authorized by the Union, with power to act in the arrangement of details. Said committee shall keep an account of all receipts and expenditures, to be submitted to the Auditors as early as possible after each entertainment.

SEC. 8. The *Library Committee* shall have charge of all books, newspapers, and periodicals in the possession of the Union.

SEC. 9. The *Relief Committee* shall investigate all appeals from members of the Union for relief and render such assistance as they may deem proper. The committee shall report to the Secretary at least once a week.

SEC. 10. The *Committee on Laws* shall compare all amendments to the Constitution, By-Laws, Rules of Order, and Scale of Prices with the laws of the Union, and report their judgment to the Secretary for publication, as required by Article X of the Constitution.

SEC. 11. The *Allied Printing Trades Council Committee* shall represent this Union in the Allied Printing Trades Council. Said Council shall have control of the printing trades label, which shall be granted to all offices complying with its regulations. Said labels shall be secured from the headquarters

of the International Typographical Union, and they shall only be loaned to such offices as comply with the rules and regulations of unions affiliated with the issuing Allied Printing Trades Council. The committee shall otherwise be governed by and subject to the provisions of Section 16 of the Tripartite Agreement.

SEC. 12. The chairmen of the Committees on Nominations, Finance, Printing, Entertainment, Library, and Relief shall each be provided with a book, in which they shall record in detail all transactions of their respective committees, said books to be turned over to the Secretary at the close of each year.

SEC. 13. Reports of all committees shall be made in writing, and special committees shall report at the stated meeting next after appointment, unless otherwise directed by the Union.

ARTICLE VII.

BONDS.

SECTION 1. The chairman of the Board of Trustees and the Secretary and Treasurer shall give bond in some guarantee company, the expense to be borne by the Union. The bond of the chairman of the Board of Trustees shall be five hundred dollars, and that of the Secretary and Treasurer one thousand dollars each.

SEC. 2. All bonds to secure the Union, except as hereinafter provided, shall be made payable to the Trustees of the Union at the time such bonds may be given (who shall be named and described as such) and their successors in office: *Provided, however*, That the bond of the chairman of the Board of Trustees shall be made payable to the Secretary of the Union at the time it may be given (who shall be named and described as such) and his successors in office; and it shall be the duty of the officers to whom such bonds may be made payable, on breach of their conditions, to sue and recover on such bonds for the benefit of the Union. All bonds must be approved by the Union before acceptance.

ARTICLE VIII.

SALARIES.

SECTION 1. The salary of the President shall be one hundred and fifty dollars per annum; of the Secretary, one thousand three hundred dollars per annum, with one month's annual leave of absence, to be taken at his discretion; of the Treasurer, one hundred and fifty dollars per annum; of the Trustees, each, one dollar per annum; of a Reading Clerk, when appointed, two dollars per meeting; of the Sergeant-at Arms, two dollars per meeting; of the Doorkeeper, two dollars per meeting; of the Auditors, each, twenty-five dollars per annum; all of which salaries (except those of the Trustees) shall be paid monthly; and all election officers and members of committees, fifty cents per hour for loss of time during working hours: *Provided*, That these sums shall not be increased by special appropriation.

SEC. 2. Delegates to the International Typographical Union shall receive ten dollars for each day that body is in session and five cents per mile necessarily traveled to and from Washington, D. C.

ARTICLE IX.

UNIFORM CHARGES AND TRIALS.

SECTION 1. Neglect of duty in an officer, or failure to comply with the provisions of international and local laws by members, may be punished by reprimand, fine, suspension, or expulsion at the will of two-thirds of the members in good standing voting.

SEC. 2. Accusations or charges against a member must be made in writing by a member of the Union, and may be presented to the President at any time, who shall forthwith appoint a committee of five to examine the case. Said committee shall notify the parties and their witnesses of the time and place of sitting. Both parties shall have the right of counsel, who shall be members of the Union. At the demand of either party witnesses shall be sworn by a notary

public. If either party fail to appear (unless excused for cause shown), the inquiry shall proceed, and the committee shall at the next stated meeting report the evidence and their judgment on the case. If the charges be sustained in whole or in part, the accused shall have the privilege of defense before the Union, after which the Secretary shall read the judgment of the committee, and the President shall submit it to a vote of the Union, and a two-thirds vote of the members present shall be necessary to convict. If sustained, the presiding officer shall pronounce the sentence agreed on. Punishment other than that recommended by the committee may be substituted by the Union prior to the final vote, which shall be secret.

Sec. 3. A member declared guilty of contempt, either of the Union or a committee of the Union, may be fined, reprimanded, or suspended by a two-thirds vote of the Union.

Sec. 4. The evidence of non-Union men shall not be received in the trial of Union men for any cause whatever.

Sec. 5. No evidence shall be received or considered by a committee appointed to investigate charges except such as shall be offered at a regular hearing of the committee, at which all parties interested shall be, or shall have been, notified to be present.

Sec. 6. The defendant to charges shall not be compelled to testify.

Sec. 7. The accused may, if he so desire, waive any and all of the rights guaranteed to him by the Constitution and laws; and upon such waiver the Union may, by a majority vote, proceed to act: *Provided, however*, That nothing herein contained shall interfere with the appeal rights of the accused.

Sec. 8. If the accused feels that an injustice has been done him by his Union, he shall give notice of appeal to the International Union, as defined in the Constitution and General Laws of the International Typographical Union; and, pending a decision by the President of that body or its Executive Council, shall not suffer any penalty, except the charge and trial was for defalcation or deliberate ratting, when the decision of the Union shall be immediately enforced.

ARTICLE X.

MEMBERSHIP.

SECTION 1. A printer desiring membership must file with the Secretary written application, together with an initiation fee of fifteen dollars, ten dollars of which shall go to the building fund (excepting applicants for apprentice membership, whose fee shall be one dollar), stating where last employed and length of time at the business, with address and place of employment, which shall be immediately referred to the Committee on Nominations, which shall satisfy itself that the applicant is a practical printer.

SEC. 2. At the next stated meeting such application must be reported on by the Committee on Nominations. If the report be favorable, a collective ballot may be ordered, the ball ballot being used, and two-thirds of the votes of the members present shall be necessary to elect: *Provided*, That objection by three members will be sufficient to except a name from general ballot.

SEC. 3. Members-elect must be presented to the President in open meeting and give assent to the following obligation, the members standing during its administration:

I [give name] hereby solemnly and sincerely swear [or affirm] that I will not reveal any business or proceedings of any meeting of this or any subordinate Union to which I may hereafter be attached, unless by order of the Union, except to those whom I know to be members in good standing thereof; that I will, without equivocation or evasion, and to the best of my ability, abide by the Constitution, By-Laws, and the adopted scale of prices of any Union to which I may belong; that I will at all times support the laws, regulations, and decisions of the International Typographical Union, and will carefully avoid giving aid or succor to its enemies, and use all honorable means within my power to procure employment for members of the International Typographical Union in preference to others; that my fidelity to the Union and my duty to the members thereof shall in no sense be interfered with by any allegiance that I may now or hereafter owe to any other

organization, social, political, or religious, secret or otherwise; that I will belong to no society or combination composed wholly or partly of printers, with the intent or purpose to interfere with the trade regulations or influence or control the legislation of this Union or the election of its officers; that I will not wrong a member, or see him or her wronged, if in my power to prevent; to all of which I pledge my most sacred honor.

SEC. 4. Having assented to the foregoing obligation, the Constitution shall be signed.

SEC. 5. No member of this Union shall be or become a member of such organization as is prohibited in the obligation. Any member convicted of being a member of such organization shall be forthwith expelled.

SEC. 6. Failure to take the obligation and sign the Constitution within one month after election shall forfeit the privilege, unless for cause shown, and necessitate a new election without previous formality of report: *Provided*, That dues must be paid from date of first election.

SEC. 7. Apprentice members having completed the last year of their apprenticeship shall be transferred to the roll of active members without the payment of any additional fee.

SEC. 8. The Secretary shall issue working cards to members. Those who neglect or refuse to pay and obtain renewals shall be deemed as in arrears, and must be suspended from employment by the chairman until cards are procured. In case a member so suspended refuses to pay arrearages and declines to quit work, the chairman shall notify the foreman of the action taken in the premises and request the discharge of the delinquent. If after such notification the offending member has not been discharged, the chairman shall report such fact immediately to the President of the Union.

SEC. 9. Printers presenting International Typographical Union traveling cards shall be deemed members from the date of acceptance of such cards by the Union, but dues must commence on deposit of card.

SEC. 10. The Union shall not admit to membership any person who comes from a place where a Union exists unless he can produce an attested certificate satisfactorily explaining why he did not become a member of such Union, nor until the full assent of such Union to his admission is procured.

SEC. 11. Applications for reinstatement must be referred to the Committee on Nominations and shall be decided by separate balloting, but no such applicant, pending his or her petition for reinstatement, shall be granted a "permit" card. This shall not apply to members dropped for non-payment of dues.

SEC. 12. Where a candidate is rejected his or her case must stand suspended for six months, and the applicant shall have his or her initiation fee refunded, but must be required to cease work in this jurisdiction. The course to be pursued in the case of a rejected candidate shall be the same as prescribed in Section 8 of this Article.

ARTICLE XI.

MONTHLY DUES.

SECTION 1. The dues of members shall be as follows: One per cent on all earnings, to be computed on even dollars and collected monthly: *Provided*, That the Union may by a two-thirds vote change the rate per cent temporarily, as the state of the treasury may require: but all dues and assessments must be on the per cent basis, except death assessments, which may be levied at the discretion of the President when the funds in the treasury become too low to promptly pay death benefits: *Provided further*, That all members, whether active, passive, or apprentice, but eligible to death benefit, shall pay not less than twenty-five cents per month.

SEC. 2. Dues shall be paid on the first pay-day after the stated meeting of each month, but working cards shall be paid for the current month. When a permit to work is issued to an applicant for membership, dues shall be payable from the time of the issuance of such permit.

SEC. 3. Notice of intention to levy assessments, except death assessments, must be given at a prior meeting; said notice to be printed on the call and posted in the several chapels. Assessments may be canceled at any meeting.

SEC. 4. In computing the dues of members, chairmen shall be authorized to accept the statements of members as to their earnings. The chairman or any other member shall prefer charges before the Union against any member accused of making false returns, and all such charges shall be investigated as provided by law. Any member found guilty of such offense shall be fined in a sum not exceeding twenty-five dollars and not less than five dollars. Chairmen shall receive five per cent of the gross amount collected by them on account of dues and assessments as compensation for their services.

ARTICLE XII.

RESERVE FUND.

The Treasurer shall turn over to the Board of Trustees the sum of three hundred dollars monthly, to be held as a special fund, and to be known as the building fund, from which no appropriation shall be made except for construction, maintenance, or other expenses in connection with the property of the Union in lot 2, square 518, known as No. 425 G street northwest.

ARTICLE XIII.

DISCIPLINE, FINES, AND PENALTIES.

SECTION 1. Members of committees failing to attend to assigned duties may be deposed at any time by the President and the vacancy filled by him.

SEC. 2. Any member who accepts work in any office where the hands have struck for cause and who refuses to abandon it when ordered by the chairman shall be suspended or expelled, as two-thirds of the members may determine.

SEC. 3. A holder of a card of a sister Union refusing to deposit it with the Secretary or chairman of an office within

forty-eight hours after arriving in this jurisdiction shall not be allowed to work, and shall be reported to the Union whose card he holds.

Sec. 4. Any member retaining employment in an office with a person without a working or permit card, after being notified of such fact by the chairman, may be expelled without trial by a two-thirds vote at a stated meeting, and shall not be reinstated except by a similar vote and the payment of a fine of five dollars.

Sec. 5. Any attempt by a member to deprive another of good standing in the Union by frivolous charges, or to deprive him of employment with personal or malicious intent, or to supersede him in any manner, shall, on trial and conviction, be punished by fine, suspension, or expulsion, as provided in Article IX.

Sec. 6. Any member who signs a call for a special meeting and absents himself without sufficient reason therefor shall be fined one dollar, which must be charged in his account and collected with his dues: *Provided*, That said fine may be remitted by unanimous consent at the meeting in which it is imposed.

Sec. 7. Any member who during a meeting of the Union uses profane language, gross personalities, or demeans himself violently or boisterously, or refuses obedience to the President, shall be fined two dollars and be removed from the meeting: *Provided*, The fine may be remitted by a four-fifths vote.

Sec. 8. Without exhibiting a working card no person shall be admitted to a meeting of the Union unless the fact of holding such card be known to the Doorkeeper, or vouched for by the Secretary, nor shall a person be admitted if intoxicated.

Sec. 9. A chairman failing to turn over any moneys to the proper officer of the Union within five days after collection must be charged with embezzlement by the Secretary.

Sec. 10. This Union will not recognize the right of its members to take contracts to read proof, set up newspapers or any work on which they may be employed.

SEC. 11. No person who has been declared a "rat" by any Union can be admitted to membership after election until he shall have paid a fine of twenty-five dollars.

SEC. 12. A member of the Union is prohibited from working on matter sublet by an unfair office.

SEC. 13. Foremen of printing offices have the right to employ help at will, and may discharge help—first, for incompetency; second, for violation of the rules of the office, chapel, or Union; third, for neglect of duty; fourth, in order to decrease the force, provided such decrease remains for a period of sixty days. Should cases be put up within that time the employé so suspended or discharged must be given the refusal of the situation. It shall be further understood that if a compositor be competent to "sub" in an office he or she is competent to hold a regular situation. In all cases where a compositor is discharged he or she shall be furnished a written statement of cause by the foreman, if demanded.

SEC. 14. The penalty for violation of any law of the International Typographical Union shall be twenty-five dollars.

ARTICLE XIV.

SECRET BALLOT—HOW TO BE TAKEN.

SECTION 1. A secret ballot shall be provided as follows:

SEC. 2. The ballot box shall be placed within five feet of the President's rostrum, and each voter shall be tallied by the Secretary and Clerk as the ballot is cast. The ballot shall be counted by tellers appointed by the chair, and the result announced by the presiding officer. White balls shall mean "aye" and black balls "nay;" no member or members to be allowed within five feet of the voter casting his vote.

ARTICLE XV.

CERTIFICATE OF MEMBERSHIP.

SECTION 1. A member removing beyond this jurisdiction shall, on application, be furnished with an International card by the Secretary, if all dues, fines, etc., are paid up and there be no charges pending against him.

SEC. 2. A member having taken out a traveling card desiring to return the same shall be charged dues from the date of issuance of said card.

SEC. 3. A member engaged in any business in which he will not be subject to the laws of the Union may, on application to the Secretary and paying all dues, etc., be furnished with a certificate of withdrawal, duly signed and sealed, which will entitle the holder to full membership at any time on its return to the Union.

ARTICLE XVI.

SUBSTITUTES.

Substitutes depending on an office on strike shall be ranked as regulars in the distribution of benefits, such dependence to be decided by the chapel.

ARTICLE XVII.

STRIKES.

SECTION 1. In the event of a disagreement between the Union and any employer or employers which may result in a strike the Secretary shall notify the Organizer of the International Typographical Union, and the Union must await the result of the Organizer's efforts to adjust the difference and the decision of the Executive Council of the International Typographical Union on the question of striking.

SEC. 2. Where a strike has been authorized by the Executive Council of the International Typographical Union the President of the Union shall within twenty-four hours call a meeting of the Union (of which all members must be constitutionally notified)to take action thereon,and no member can vote on this question unless he is in good standing and has belonged to the Union at least six months. Should three-fourths of the members present decide in favor of a strike the Secretary of the Union must immediately notify the Executive Council of the International Typographical Union that a strike has been inaugurated and of the number of men involved (Union and non-Union), and the Secretary shall

draw from the International strike fund a sufficient sum to pay each Union man involved seven dollars per week for married men and five dollars per week for single men until the strike is declared off by the Executive Council of the International Typographical Union.

Sec. 3. No member of the Union on strike will be entitled to the weekly benefit unless he reports daily to the members designated by the Union while the strike continues, and no member on strike will be entitled to benefit for weeks or parts of weeks during which he is at work while the strike continues: *Provided*, That only such fractions of a week's benefit shall be deducted as the member may work, four days to be considered a week's work.

ARTICLE XVIII.

APPRENTICES.

Section 1. The number of apprentices shall hereafter be limited as follows: Where less than five journeymen, including the foreman, are employed, two apprentic one additional apprentice for every five men: *Provided*, That no office shall employ more than four apprentices.

Sec. 2. If an apprentice be deprived of employment by the death of a proprietor or discontinuance of the office, the President is authorized to grant him a permit to resume the business with a designated employer: *Provided*, That this section shall not apply to cases foreign to this jurisdiction.

Sec. 3. In offices having separate book and job departments (under different foremen), each of said departments shall be entitled to one apprentice; additional apprentices for said departments to be regulated by the provisions of Section 1 of this Article.

Sec. 4. No apprentice shall leave one office and enter another unless he obtains a release from his employer and the consent of the Union.

Sec. 5. A proprietor who relieves himself of an apprentice cannot fill the place with another without the consent of the Union.

SEC. 6. All apprentices shall be required to serve four years as a condition of Union membership, said apprentices to be registered by the Secretary of the Union.

SEC. 7. An apprentice during the last year of apprenticeship may be admitted to apprentice membership on the payment of one dollar: *Provided*, That all applications must be filed six months prior to the completion of apprenticeship.

SEC. 8. Any boy employed in a composing room in any capacity connected with printing (as holding copy or proving galleys) must be considered an apprentice, and shall be counted in the number of apprentices, as provided in Section 1 of this Article.

SEC. 9. Proprietors must guarantee to apprentices at least two years' actual experience at the case, and that they shall not be required to work more than six days per week.

ARTICLE XIX.

FUNERAL EXPENSES, ETC.

On the death of a member in good standing, who has been a member of this Union for six months, it shall be the duty of the President to draw an order upon the general fund for one hundred and fifty dollars, to be applied, first, to the payment of the funeral expenses, not to exceed the sum named; and any balance remaining shall be paid to dependent relatives or those relatives who had the care of deceased prior to his death; otherwise to revert to the treasury of the Union. In case deceased member be a stranger in the city the Secretary shall take charge of the funeral. Upon receiving notice of the death of a member the Secretary shall forthwith notify the chapel of which the deceased was last a member, of such fact, and shall cause all deaths occurring during the month to be printed on the call for the stated meetings of the Union.

ARTICLE XX.

BILLS, ETC.

No bill shall be paid until it has been examined and reported on by the Finance Committee (except salaries of

officers), and approved by the Union at a stated meeting, unless originating at a special meeting.

ARTICLE XXI.

CHAIRMEN AND CHAPELS.

SECTION 1. In each department of every office where three or more members of the Union are employed, if circumstances will permit, a chapel must be formed and a chairman elected for a term of not less than three months nor more than one year.

SEC. 2. The chairman, until his successor is elected, shall represent the Union in the several offices; enforce the By-Laws and Scale of Prices, reporting to the Business Committee or the Union any infringement by employers or journeymen; decide all disputes growing out of the Scale of Prices, subject to appeal by the party affected or the office, first, to the chapel; next to the Business Committee, and finally to the Union; notify the chairman of the Business Committee, by written statement, of cases requiring action; post notices of meetings; receive dues and pay the same over to the Secretary; require exhibition of working card as condition of employment; take up traveling cards from holders and hand them to the Secretary within twenty-four hours; receive written applications for membership, and furnish the Secretary with the dates on which apprentices begin work.

SEC. 3. The chapel shall regulate departments and other fat, distribution, etc., in conformity with International Typographical Union law, and may levy and collect fines for violation of established rules not in conflict with the laws of the Union, and may make such disposition of funds so acquired as may be deemed proper.

SEC. 4. To the chapel must be referred all differences that may arise between the journeymen or between journeymen and employers; but, in case either party shall feel itself aggrieved after a decision has been reached by the chapel, it shall be the duty of the chairman to lay the matter before the Business Committee, whose decision shall have full force and effect until reversed by the Union.

SEC. 5. In all cases the chairman is the proper person to apply to for a decision.

SEC. 6. A foreman of an office or assistant foreman of a division must enforce the rules of the chapel, and when a member violates a rule made by the chapel the chairman shall report the same to the foreman, and it will be his duty to enforce the will of the majority of the chapel ; in case of failure so to do he shall be liable to a fine of not less than five dollars nor more than twenty-five dollars, or expulsion, as the Union may determine.

ARTICLE XXII.

CHAPEL VOTE.

At the request of a majority of the members present at a Union meeting, a chapel vote may be demanded, and after any question shall have been decided or determined by such chapel vote it shall not be lawful to change or modify such decision or determination except by a like chapel vote, the same being ordered by a majority vote at a regular meeting of the Union.

ARTICLE XXIII.

ALTERNATES.

In case of the death, or inability to act, of a delegate-elect to the International Typographical Union, the alternate receiving the highest vote shall be entitled to the same power, privileges, and remuneration accorded a delegate. Alternates shall fill vacancies in order of the number of votes received. In case of a tie vote, a new ballot shall be had at the first stated meeting of the Union after the election.

ARTICLE XXIV.

AMENDING THE BY-LAWS.

The By-Laws must be amended in the mode provided for in the Constitution.

RULES OF ORDER.

1. Business must be taken up in the prescribed order unless otherwise determined by vote.

2. All questions, unless otherwise directed by the Constitution or By-Laws, must be decided by a majority.

3. When the reading of a paper is called for and objected to, the question must be decided by vote.

4. No debate can be allowed on a proposition until, after motion and second, the President asks, "Are you ready for the question?"

5. Resolutions, amendments, and lengthy motions must be reduced to writing on demand of the Secretary, the President, or a member.

6. When a substantive proposition is pending, it will be in order to amend it, and to amend the amendment, and a substitute for the whole. Until the latter is disposed of, further amendment is precluded.

7. When a subject is moved, seconded, and stated by the presiding officer, it shall be deemed in possession of the Union and cannot be withdrawn, unless for modification or to give place to a substitute more acceptable, except by unanimous consent.

8. A member may call for a division of a motion if the sense will admit of it.

9. When a question is regularly before the Union, no motion shall be in order, except—

First—To adjourn;

Second—To lay on the table;

Third—For the previous question;

Fourth—To postpone indefinitely;

Fifth—To postpone to a time certain;

Sixth—To commit to the Committee of the Whole ;
Seventh—To refer to a standing committee ;
Eighth—To refer to a special committee ;
Ninth—To amend ;

which several motions shall have precedence as here arranged. The first four must be decided without debate.

10. The previous question may be demanded by seven members, but it must be seconded by a majority. When so seconded and ordered, further debate and amendment must cease and the main question shall then be put as follows: First, on the substitute ; if this be defeated, second, on the amendment to the amendment; if this be defeated, third, on the amendment; if this be defeated, fourth, on the original proposition. Should either or both amendments be carried a vote shall then be taken on the original proposition as amended.

11. A motion to adjourn having been rejected, some other business must intervene before a similar motion will be in order.

12. As the yeas and nays belong to representative bodies, no vote can be taken in that form.

13. No member can be allowed to speak more than once nor longer then ten minutes to the same motion, to the exclusion of others, unless to explain, and then he must confine himself to explanation and not debate the main question.

14. If more than one member rise to speak at the same time, the presiding officer shall designate who is entitled to the floor.

15. If demanded, every member entitled must vote on a question unless excused by a two-thirds vote, which shall be decided without debate.

16. Points of order must be decided by the President without debate, subject to appeal, when, without debate, the President shall state the facts on which the appeal is based and put the question as follows : "Shall the decision of the chair stand as the judgment of the Union?" calling on

members to say "aye" or "no," as in other cases, and in case of a division the Secretary shall count the votes and the President declare the result. The member appealing shall have the privilege of stating the reasons for his appeal before the motion is put.

17. When blanks occur and different sums or times are proposed, the question must be first taken on the largest sum or longest time.

18. A protest against proceedings of the Union may be read by a member, but shall not be entered on the minutes unless by a vote of the Union.

19. Reports of committees may be recommitted at the pleasure of the Union for further investigation or with instructions to amend.

20. When amendments to the Constitution, By-Laws, or Scale of Prices are taken up for consideration they are susceptible of amendment.

21. Before the President announces the result of a vote a rising vote or a vote by tellers may be demanded; or a vote by ballot may be demanded by fifteen members.

22. In presenting a proposition a brief statement may be made of its object before a second, but no discussion on its merits will be admissible.

23. The effect of a measure may be deprecated, but motives must not be impugned, nor will personality be allowed.

24. When the President desires to debate a question he must surrender the chair to the Vice-President or call some member thereto.

25. When a member desires to speak he must rise and respectfully address the chair. He cannot be interrupted unless called to order, when he must take his seat until the point is decided.

26. Partisan politics and sectarianism shall not be tolerated in debate.

27. When any motion or resolution has been laid on the table or defeated by vote of the Union, it shall not be again entertained at such meeting without the consent of four-

fifths of the members present; and such motion having been voted down by a four-fifths vote it shall not be entertained again at that meeting.

28. In the absence of a standing rule to govern, Cushing's Manual shall be authority.

SCALE OF PRICES

In effect on and after September 1, 1896.

GENERAL RULES.

1. Payments must be made in full on such days as may be fixed by the respective offices.

2. In case of a recall after leaving the office for the day, one dollar extra shall be charged.

3. Where words in foreign characters occur in common matter the charge shall be five cents extra for the first three words or less and one cent per word thereafter, unless the foreign characters amount to one thousand ems in a mass, in which case it must be charged double price.

4. The establishment must furnish the necessary sorts for all work requiring an unusual quantity of capitals, figures, italic, points, etc.; sorts furnished subsequently to matter being set up to be inserted at the expense of the office.

5. Where matter is set without leads and is afterward required to be leaded, such matter must be leaded at the expense of the employer, and the compositor shall charge for it the same as if he had originally put in the leads; also, where a table is afterward quaded or spaced out the compositor must measure it at its greatest proportions.

6. Matter exceeding an en in width to be counted an em; less than an en not to be counted.

7. All work where three justifications or columns (words or figures or words and figures), without rules, occur in a page or column, must be charged price and a half, according to the type in which it is set; where more than three columns occur to be charged double price.

8. All rule-and-figure work must be charged double the price of common matter. Three or more columns (figures or words, or numerals, words, and figures), with rules, in a page or other matter, constitute rule-and-figure work: *Provided, however*, That on works the pages of which are uniformly made up of two or more columns (such as periodical publications) no charge beyond that of common matter can be made on account of the rules separating the columns, excepting where the page is broken across the full width, as in indexes.

9. All two-column matter (words or figures or words and figures), with box-head and rule, to be charged price and a half, according to the type in which it is set.

10. Where four lines or more straight matter intervene between tables, said matter shall be counted single price of the type in which it is set.

11. In all cases where bad letters are marked by the proofreader in consequence of worn out or defective fonts, the same must be corrected at the expense of the office. Chairmen shall be allowed to ring all matter which the compositor is entitled to under the rules of the Union and the chapel.

12. The following to be deemed a definition of what constitutes an alteration from copy, and must be corrected at the expense of the office: A change from copy other than orthographical or in punctuation, or a change in the spelling of proper names and words from foreign languages, or a change in punctuation or capitalization within two lines of the commencement or end, where a "take" commences or ends even.

13. A compositor must correct one proof and any error in the revise he may have missed in the first proof.

14. All letters cast on a larger body than the face (as bourgeois on long primer) to be cast up according to the face; and all letters cast on a smaller body than the face (as minion on nonpareil) to be counted according to the body.

15. For bad manuscript, works of an intricate nature, etc., not governed by these paragraphs, 1,000 ems per hour to be charged.

16. Italics (except in advertisements) or figures, when measuring 200 or more ems, shall be charged price and a half.

17. All fonts of type not up to the standard shall be measured as that of the next lowest grade.

18. The following is the alphabetical scale for the measurement of type: Pica to bourgeois, inclusive, 13 ems; brevier and minion, 14; nonpareil, 15; agate, 16; pearl, 17; diamond, 18. All fonts exceeding the standard are to the benefit of the compositor, and no deductions or allowances can be made owing to such excess. In considering whether a font of type is up to the standard, the letters to be measured are the lower-case letters from *a* to *z*, inclusive, and these only—the twenty-six letters of the alphabet, and the letters c, d, e, i, s, m, n, h, o, u, t, a, and r shall be equal to at least one-half of such measurement.

19. All heads of articles exceeding three lines, set in smaller type than the articles over which they are placed, shall be measured according to their own size; display and other heads set in larger type shall be charged as the body of the article. Where two or more sizes of type are used in the same article, that which preponderates shall be considered as the body of the article: *Provided*, That this shall not apply to extracts, resolutions, etc.

20. Compositors detailed to do proof-reading, making-up, imposing, or any work calling for extra compensation, must be paid the rates usually paid in the office for such proof-reading, making-up, etc., for such time as they may be therein employed, and in offices not paying extra compensation for such work, the compositor must be paid at least 1,000 ems per hour.

NEWSPAPERS.

1. Compositors employed upon morning papers shall receive not less than 60 cents per 1,000 ems (all matter included), in all cases where work is done by the piece: *Provided*, That the

Union may by a majority vote modify the provisions of this paragraph to not less than 45 cents per 1,000 ems. The composition hours shall be from 2 to 5.30 p. m. (at least two consecutive hours' composition being supplied between these hours): *Provided further*, That nothing herein contained shall prevent compositors in any office from waiving the above two hours' composition where not less than six consecutive hours' composition is guaranteed by the employer. All time work done during the hours of composition by other than regular time hands and all time consumed in waiting for copy (including all fractions of an hour), and waiting for proofs more than thirty minutes after completing the last "take" (copy for the night being exhausted), shall be charged at the rate of 1,000 ems per hour. After the first edition has gone to press, compositors shall be allowed time and type.

2. Compositors on evening papers shall, in all cases where work is done by the piece, receive not less than 50 cents per 1,000 ems (all matter included), and have at least six hours' consecutive composition. All time work done during the hours of composition by other than regular time hands, and all time consumed in waiting for copy and waiting for proofs more than thirty minutes after completing the last "take," shall be charged at the rate of 1,000 ems per hour: *Provided*, That nothing herein contained shall be construed as waiving the bonus for a recall (with or without notice) after the expiration of thirty minutes' wait: *Provided further*, That the Union may by a majority vote modify the provisions of this paragraph to not less than 42½ cents per 1,000 ems.

3. No part of a daily newspaper where the piece system prevails shall be composed on time, and all tables or other matter inserted in new articles, although only altered from time to time, to be regarded as new matter and charged as such: *Provided*, That the Union may by a majority vote waive the right to set advertisements by the piece.

4. All advertisements in newspapers or periodicals to be charged according to the standard type of the advertising columns (whether nonpareil, agate, or other type), although sometimes set in larger letter.

5. Composition on weekly papers may be done by the week or by the piece, eight hours to constitute a day's work : *Provided*, That where the piece system prevails no work shall be done on time except that done by the weekly employés during the regular work-day. When done by the piece, day work to be governed by the evening newspaper scale ; night work by the morning newspaper scale.

6. Supplements to a newspaper shall be considered part of said paper, and charged for as such.

7. No matter shall be borrowed from one paper and inserted in another unless the full price of composition is paid by the paper borrowing the matter.

8. When an advertisement has appeared one time, the office will be entitled to make corrections where errors may have occurred, or where the advertiser may wish lines changed to improve the appearance of the "ad. ;" but if any new matter (change of time or date, postponement of sale, or the like) be added, or, in an amusement "ad.," an announcement be withdrawn, the complete "ad." must be charged by the compositor : *Provided*, That real-estate "ads.," where less than four changes are made ; railroad "ads.," where less than three changes are made ; ocean steamship "ads.," after the first change each month ; corrections in post-office notices, where the weekly date is not changed, shall belong to the office : *Provided further*, That in real-estate "ads." a change of the number of a house, or a change of the name of a street, or a change of dimensions of a lot, or a change of rent or price, or a withdrawal of a house or lot, shall each constitute a change ; but for each withdrawal another house or lot may be substituted.

9. Cuts and stereotype plates (advertisements inserted singly or in series) shall be charged by the compositor on the first insertion of each, and shall be measured as the standard for advertisements in the paper where inserted ; and all other cuts or plates shall be measured according to the body of the article in which they are inserted : *Provided*, That the Union may, by a majority vote, waive the right to measure cuts.

10. In all printing offices where advertisements are set by the piece, they must either go on the hook or be sold at auction by the chapel at short stated periods when in the judgment of the chapel such disposition shall be deemed most satisfactory and advantageous.

11. Diagrams set in patent fonts or in any other material shall be measured double price nonpareil.

12. All matter with leaders, dashes, or rules set around it as a border to be charged double price.

13. Manufactured letters, or triangular or other intricate justifications in advertisements, to be charged double price.

14. In morning paper offices 100 ems extra shall be charged on each "take" of less than 500 ems upon which the compositor is compelled to make even before 1 o'clock a. m., and on afternoon papers this section shall apply before 1 p. m.: *Provided*, One hundred ems shall be charged for making "even" on each take of "time" copy making less than 500 ems whenever run out.

15. On regular holidays and other than regular publication days, one dollar extra shall be charged.

16. Business notices, portions of stories, etc., published as news matter shall be charged according to the body of the type in which they are set.

17. Matter with cuts inserted, or matter justified to initial letters or words exceeding three ems in depth, or half-column matter, or two-column matter with rule, dash, or brace, or dialects, to be charged price and a half: *Provided*, That letter-lists, signatures, and names set in half column be excepted.

18. The regular holidays shall be as follows: Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day; and all work required to be done on those days shall be paid the same as Sunday work.

19. On all papers "takes" making less than 100 ems shall be charged 100 ems, at whatever time run out.

BOOK AND JOB WORK.

1. Compositors employed by the week must receive not less than 40 cents per hour, eight hours to constitute a day's work, said hours to be between 8 a. m. and 5 p. m. Extra hours between 5 p. m. and midnight, 50 cents per hour; between midnight and 8 a. m., 60 cents per hour: *Provided*, That by a majority vote of the members present at any regular meeting the provisions of this paragraph may by modified to a minimum of $18 per week: *Provided further*, That the provisions of this paragraph are hereby modified to a minimum of 25 cents per hour for superannuated members.

2. Work done on Sunday or a legal holiday must command one-half advance over weekly rates. If previous notice be not given, one dollar additional shall be charged: *Provided*, That the Union may, by a majority vote, limit the application of this section to Sunday, Christmas, Fourth of July, Labor Day, and Thanksgiving Day.

3. All works in the English language, common matter, from pica to agate, inclusive, when composed between 8 a. m. and 5 p. m., not less than 50 cents per 1,000 ems; pearl, 55 cents; diamond, 65 cents; when composed between 5 p. m. and midnight, 10 cents per hour advance; when composed between midnight and 8 a. m., 20 cents per hour advance. Type larger than pica to be cast up as pica: *Provided*, That when deemed expedient, the Union may, by a majority vote, modify the foregoing rates to a minimum rate of 42 cents per 1,000 ems for day work and 45 cents per 1,000 ems for night work, with the same extras, not exceeding nine hours to constitute a day's work: *Provided further*, That in book and job offices the extra compensation for overtime shall not commence until 8 p. m.

4. Compositors employed by the piece must be furnished copy six hours per day, and during all overtime where required to remain in the office. Time consumed in waiting for copy to be paid for as follows: Between 8 a. m. and 5 p. m., 40 cents per hour; between 5 p. m. and midnight, 50 cents per hour; between midnight and 8 a. m., 60 cents per hour.

Waiting for proofs in excess of thirty minutes to be paid for as if waiting for copy.

5. Foreign languages (Roman characters), 50 per cent advance, or 40 cents per hour.

6. Purely technical portions of works on ornithology, entomology, etymology, ichthyology, mammalogy, botany, and mineralogy, and all matter in which type other than Roman predominates must command one-half advance or forty cents per hour; but this is not to be construed as applying to the detailed descriptions accompanying such matter, usually set in larger type: *Provided*, That where matter is price and a half it shall be double price when doubled up.

7. Arithmetical work, 20 cents extra per 1,000 ems.

8. Algebraical or mathematical works, double price. Should lines or small portions of algebra occur in an ordinary work, 40 cents per hour must be charged for the time consumed in composing them.

9. Works printed with old English spelling, contractions, superiors, etc., to be charged 10 cents extra per 1,000 ems.

10. Prefaces, contents, or any prefixed matter are cast up to the type in which they are composed and take the extras of the work to which they belong.

11. Blank pages in a form shall be charged by the compositor where the matter is made up and imposed by him; but chapter heads and all concluding and short pages must be charged by the compositor, whether made up by him or not, at the same rate as the body of the work to which they belong: *Provided*, That the chapel, in order to secure uniformity and avoid delay in measurement, if agreeable to the office, may fix an equivalent in ems for each concluding page.

12. In works of a single page, or short pages in any work, or works of two or more pages, such as specifications and bills, each page must be measured in full.

13. The compositor shall have full and half titles and dedications or any other prefixed matter, whether composed by him or not. The office cannot cull the fat portions of any work. When any one working on time has his matter meas-

ured he shall be entitled to all fat allowed under this scale of prices, which fat must be included in the measurement.

14. Compositors may be required to clear away or distribute all fat or objectionable matter charged by them where the sorts have been supplied by the office, except in cases where the matter has been kept standing for a second edition, in which case the office must take charge of it: *Provided*, That this exception will not operate against a compositor who has been discharged, furloughed, or without copy for a period of three days.

15. Side-notes must be counted the full length of the page, whether made up by the compositor or not, and charged according to the type in which they are set, and the whole page charged as text.

16. Cut-in notes shall be 20 cents each and the whole page charged as text.

17. Bottom notes, contents of chapters, etc., in smaller type than the text must be cast up to the type in which they are set.

[Casting up side-notes, etc.—Where a compositor is required to cast up his pages to ascertain their value he is entitled to reckon in his calculation all that constitutes part and parcel of his page. It is upon this rule that he acts when he casts up a page of two columns, for he includes in the width of his page the reglet or rule which separates his columns. In table work he reckons the rules or blank columns which may occur in his page. So, also, in casting up bottom notes he reckons the reglet, rule, or white which separates the text and note; and upon the same principle he is entitled to reckon the reglet in the square of his page.]

18. All matter set in a measure less than sixteen ems in width, of whatever type a work is composed, to be charged 5 cents extra per 1,000 ems.

[Note.—Where more than two columns appear on the face of a page this article shall not apply, but the case shall be governed by paragraph 7, General Rules.]

19. Where cuts are inserted in the matter or worked in pages along with the body of the work, such cuts belong to

the compositor; but where the cuts are worked entirely separate, the same as copper-plate engravings or lithographic plates, they cannot be claimed by the compositor.

20. Headings (of whatever type), notes, dates, signatures, and dash-lines to column and tabular work to be considered as part of such matter and to be paid for accordingly.

21. Short pages and concluding pages of tables are charged as full pages, whether made up by the compositor or not.

MACHINE SCALE.

NEWSPAPER.

1. All newspapers using typesetting machines shall exclusively employ as foremen, operators, machine tenders, proof readers, copy cutters, and printers members of Typographical Union, No. 101, in good standing.

2. In such offices an all-time scale shall prevail, as follows: On morning newspapers, $23.62 per week of six days, seven hours to constitute a day's work. On evening papers, $21 per week, seven hours to constitute a day's work.

3. Overtime, which shall apply to all work done before, as well as work done after, the hours specified, shall be charged at the rate of sixty-six cents per hour on morning papers and sixty cents per hour on evening papers. Less than fifteen minutes to be counted fifteen minutes; over fifteen minutes to be counted half an hour.

4. On regular holidays and other than regular publication days, one dollar extra shall be charged.

5. The hours of labor shall be continuous, with the exception of an intermission of not over one-half hour for lunch, and on morning papers shall be between the hours of 7 p. m. and 4 a. m., and on evening papers between the hours of 8 a. m. and 5 p. m.: *Provided*, That on morning papers, should the office so desire, "ad." hands, other than the machine operators, may be employed between the hours of 12 m. and 12 p. m. without extra compensation for seven hours' work.

6. Offices accepting this scale must give those of their employés who so desire the facilities of learning the machine, and, until such time as said scale goes into effect, any product of the machine used shall be paid for at the current rates for hand composition.

7. The present apprentice law shall be in force, but no apprentice shall be allowed to operate a machine except during the last three months of his apprenticeship.

8. In all other respects the laws of the Union shall be enforced.

9. Should either party desire a change in this scale it can only be had in accordance with the agreement now existing between the Publishers' Association and Columbia Typographical Union, No. 101.

MACHINE SCALE.

BOOK AND JOB.

1. Book and job offices using typesetting machines shall employ exclusively as foremen, operators, machine tenders, proof readers, and hand compositors members of Columbia Typographical Union, No. 101.

2. Machines shall be operated on a time scale exclusively, as follows: Operators shall receive $21 per week, eight hours to constitute a day's work.

3. Overtime shall be charged at the rate of ten cents per hour additional.

4. Machines in book and job offices operating for morning or evening newspapers shall pay the scale provided for such papers.

5. Regular employés learning the machines and employed on live matter shall receive twenty-five cents per hour for a period not exceeding eight weeks.

6. All hand composition done in machine offices shall be on the all-time scale.

7. Offices operating machines may permit members of this Union to practice on machines without compensation, provided the product is not used; but in all cases where the product of such practice is made use of the scale above provided shall be in force.

8. The present apprentice law shall be in force, but no apprentice shall operate a machine except during the last three months of his apprenticeship.

9. In all other respects the present laws of the Union shall be in force.

EXHIBITS.

SINGLE PRICE.

A.

Abel B. Upshur	1852
David Henshaw	1856
Thos. W. Gilmer	1879

B.

John Hart.
Abraham Clark.
John Hancock.
Richard Stockton.
John Witherspoon.
Francis Hopkinson.

C.

—— make you, will be PRICES ——
—— and QUALITY, which shall ——
—— speak for themselves. We ——

PRICE AND A HALF.

D.

No. 1876—*Claim of T. D. Snow, of Troy, N. Y.*

3,500 bushels of corn	$1,750 00
5 tons of hay	100 00
50 head of cattle	840 00
Total	$2,690 00

E.

1 Wm. Nolle	1873
2 Jimmy Platt	1885
3 Walter Chase	1876

F.

J. E. Harper.	Geo. C. Flaherty.	W. W. Livermore.
Ed. Brown.	H. S. Martin.	Jeff Mathis.
H. K. White.	C. B. Howard.	A. B. Ward.

G.

Balances outstanding for the years 1892, 1893, *and* 1894.

Year.	Total.
December, 1892	$36 00
December, 1893	35 00
December, 1894	36 00

H.

Total amount of principal	$1,832,387	
Total amount of interest	1,497	
		$1,833,884

I.

Printers' Circular.

From documents now in the archives of the New York Typographical Society it will

From Typothetæ.

A recent number of the "Printers' Circular" contains an article showing the

J.

From Typothetæ.

A recent number of the "Printers' Circular" contains an article showing the

Printers' Circular.

From documents now in the archives of the New York Typographical Society it will

K.

1. Selections from "Le Nozze di Figaro" ..... *Mozart*
   - *a.* Aria, "Non Plu Andria" ..... Mr. Remmertz
   - *b.* Cazone, "Voi che Sapete" ..... Miss Cary
   - *c.* Recitative and Aria, "E Susanna non Vein" ..... Frau Materna

L.

THE INNOCENTS ABROAD.	MR. JOSEPH MURPHY, in his great impersonation of "Muldoon, the Solid Man."

M.

COUGH CANDIES—A simple and efficacious remedy for Coughs, Colds, and Sore Throat. Pine Tar, Iceland Moss, etc.

N.

COUGH CANDIES—A simple and efficacious remedy for Coughs, Colds, and Sore Throat. Pine Tar, Iceland Moss, Hoarhound, Licorice, and Tolu are the chief ingredients.

O.

I.	The Powers of Committees	12
IV.	Officers and Their Duties	21
XIX.	Who Shall be Eligible	56
XXXVII.	Dissolution—How Effected	187

P.

1895.			
May 5.	Received of	W. F. Brown	$18 00
June 21.	"	J. M. Simms	5 15
Aug. 26.	"	H. C. Reder	100 00

Q.

Order, ALCOHOLIA.
Family, WHISKYIA STRAIGHTUS.
Sub-family, MANIA-A-POTU.
Givemea quarterii Bum. THE PANHANDLER. Jour. Everyday Occurrences. New York : 1887.

R.

"If a man iz happy, he kan afford to be poor and neglekted.

"Thare iz nothing we brag ov more than our honesty, and we all ov us kno that our honesty iz as much the effekt ov interest az principle."

S.

o o Ladies' Dongola Button Tipped. o o
o o Ladies' Kid Common-sense Button. o o
o o Ladies' Solid Pebble Button. o o
o o Ladies' Spring-heel Button. o o

T.

WISE PEOPLE
* * * * Are already buying their Holiday * * * *
* * * * Goods, as the experience of former * * * *
* * * * years has taught them disappoint- * * * *
* * * * ment follows delay. * * * *

U.

— COATS AND CLOAKS.—Only a word. We —
— hope those who were unable to get waited —
— upon Saturday will call this week. Having —
— the largest and most stylish line of goods in —

V.

— — — A BARGAIN IN LADIES' — — —
— — — HOSE.—A little stroke of en- — — —
— — — terprise has placed us in pos- — — —
— — — session of 1,000 dozen ladies' — — —

DOUBLE PRICE.

AA.

1. 1888. Newton Booth..... $1,025 50
2. 1887. M. Jewell..... 5 50
3. 1889. John Geary.. ..... 50 00

BB.

1886. N. Booth.
1887. J. Geary.
1888. J. Geary.

1888. M. Jewell.
1887. N. Booth.
1886. M. Jewell.

CC.

Comparative table of imports and exports.

Year.	Exports.	Imports.
1841	$128,946,116	$121,851,803
1842	100,162,087	104,691,531
1843	64,753,799	84,346,470

DD.

E. Morgan	$189 00	J. W. Mackey	$8 50
J. H. Starin	117 00	Willie Morgan	6 00
Geo. Jones	100 00	H. Simpson	96

EE.

Table showing the number of immigrants arrived in this country from England, Ireland, and Scotland.

Countries.	1874.	1875.	1820 to 1876.
England	42,396	30,040	793,212
Ireland*	57,788	29,960	2,985,222
Scotland	8,765	5,739	137,835

* From 1845 to 1854, inclusive, 1,512,100 Irish left their country for the United States.

RANT T. DONMISSM,
Commissioner of Immigration.

NEW YORK, November 19, 1880.

FF.

L. Goetz.	E. Flagg.	C. Willis.	W. J. Walker.
J. Kirk.	W. Gibbs.	T. Sweet.	H. Moyer.
J. Jones.	H. Knox.	C. Wood.	H. Minor.

GG.

	Name.	*Age.*	*Residence.*
60,870	Jos. Bitiewski	37	Chicago.
	F. Jahobowski	36	Chicago.
60,871	S. Gulbrandsen	25	917 Twelfth.
	Mary Berg	22	40 Fifth ave.

HH.

H. M. Strong	3	1	1	1
Wilson	2	2	2	3
Gen. Russ	1	3	3	2

II.

Innings—	1	2	3	4	5	6	7	8	9	
Baltimore	0	0	0	0	0	0	0	0	0—	0
Washington	0	2	2	1	2	2	0	1	2—	12

JJ.

KELLY & LEON'S MINSTRELS.

KK.

Last Week of Mercutio.

Grand Complimentary Benefit to the Elks.

Last Week of Virginius.

LL.

For use in every sick room, for both patient and nurse.

FELS'S GERMICIDE SOAP.
FELS'S GERMICIDE SOAP.
FELS'S GERMICIDE SOAP.

MM.

There
are some
unusually ex-
cellent bargains
in the large list be-
low. Many lots of new
merchandise have become
broken and will be placed on
sale tomorrow, Red Ticket
Day, at prices that will
attract your atten-
tion to them. We
have tried to
be fair and
honest.

NN

398 BUREAU OF AMERICAN REPUBLICS.

Designacion de las Mercancias.

No. de la partida.		Derechos. Doll.	cents.
59	Patente a base de alcohol o en cuya preparacion entre el alcohol, no especificados.....libra	...	50

OO.

```
IIIIII          A          EEEEEEEEEEEE
IIIIII         AA          EEEEEEEEEEEE
  III         A A A           EE      EE
  III        AA  AA           EE       E
  III       AA    AA          EE   E
  III      AA      AA         EEEEE
  III      AAAAAAAAA          EEEEE
  III     AAAAAAAAAA          EE   E
  III    AA          AA       EE       E
  III   AA            AA      EE      EE
IIIIII  A A A A A   A A A A A EEEEEEEEEEEE
IIIIII  AAA AAA     AAA AAA   EEEEEEEEEEEE
```

INDEX.

	Sec.	Page
Active members. (*See* Membership.)		
Allied Printing Trades Council	11	22
Shall have control of label	11	22
Delegates to, appointed by President	11	9
Alternates—Elected same time as delegates	1	7
Powers, privileges, and remuneration of	—	36
Tie vote for, decided at next Union meeting	—	36
To fill vacancies in order of votes received	—	36
When they shall act as delegates	—	36
Amendments—By-laws, how amended	—	36
Notice of, required	—	10
To be printed on regular meeting notices	—	10
To be submitted in writing	—	10
Appeals—Manner of taking	2	35
Apprentices—Any boy employed in composing room considered an	8	34
Cannot vote	6	7
Dues of	6	7
Duties of proprietors concerning	5, 9	33, 34
Entitled to membership in last year	6	7
In machine offices	7, 8	52, 53
Laws governing	1-9	33, 34
Subject to discipline	6	7
Transferred to active roll without extra fee	2	27
Assessments—Death, President may levy at discretion when funds are too low	1	28
May be canceled at any meeting	3	29
Must be on per cent basis, except for death	1	28
Notice to levy, to be given at a prior meeting and printed on call	3	29
To be levied in manner prescribed by By-Laws	—	9
Auditors. (*See also* Officers.)		
Duties of	9	19
May be elected in open meeting	1	7
Salary of ($25 each per annum)	1	24
Average computers must be active members	2	5
Ballot—Ball ballot to be used for applicants for membership	2	26
Ballot on Scale of Prices to be secret	—	10
Collective, may be used	2	26
Three objections may except name from	2	26
Secret, how to be taken	1, 2	31
Separate ballot for reinstatements	11	28

	Sec.	Page
Benefits—Amount of funeral ($150)	—	34
Amount of strike ($7 and $5 per week)	2	33
Funeral, who entitled to	—	34
Of superannuated members	5	6
Not entitled to strike, if working parts of weeks	3	33
Subs dependent on office on strike entitled to	—	32
To receive strike benefits members must report daily	3	33
Bills—Must be examined and reported by Finance Committee and approved by the Union	—	34, 35
Bonds of—Chairman Board of Trustees ($500)	1	23
Payable to Secretary and successors	2	23
Secretary ($1,000)	1	23
Payable to Trustees and successors	2	23
Treasurer ($1,000)	1	23
Payable to Trustees and successors	2	23
Boycotts—Fine for violation of	5	21, 22
How levied	5	21, 22
Trial for violation of	5	22
Building Fund. (*See* Reserve Fund.)		
Business, Order of	—	3
Candidate for Membership. (*See* also Membership.)		
If rejected, stands suspended 6 months	12	28
Initiation fee to be returned	12	28
Must cease work in jurisdiction	12	28
Cards—Action in case of refusal to deposit	3	29, 30
Dues from date of deposit of	9	27
I. T. U. cards to be issued	— 1	9, 31
Members from date of acceptance of	9	27
Withdrawal, to whom issued	3	32
Chairmen—Duties of	1-6	35, 36
On failure to turn over moneys in 5 days, to be charged with embezzlement	9	30
Procedure in case of refusal to pay dues	8	27
rejected candidate	12	28
Proper person to apply for decision	5	36
Represent the Union	2	35
Term of (not less than 3 months)	1	35
To accept statement of members as to earnings	4	29
To receive 5 per cent for collections	4	29
To report to foremen or assistants violations of rules	6	36
Chapels—Chapel vote at request of majority in Union meeting	—	36
Decision cannot be changed except by like vote	—	36
Differences to be referred to	4	35
May levy and collect fines in conformity with laws of Union	3	35
Have disposition of funds so acquired	3	35

	Sec.	Page
Chapels—Must be formed in each department	1	35
To regulate departments and other fat, etc	3	35
Charges and trials, Uniform — Accusations or charges must be in writing	2	24
Accused may waive rights	7	25
Entitled to defense before Union	2	25
Appeal rights guaranteed	7	25
Contempt of Union or Committee punishable	3	25
Defendant not compelled to testify	6	25
Evidence which is to be rejected	4	25
How to be brought	2	24
May impose other punishment than recommended by committee	2	25
Parties may have members of Union as counsel	2	24
Penalty	1	24
Immediate enforcement for defalcation and ratting	8	25
When not to be enforced	1, 3	24, 25
To be tried by a committee of 5 members	2	24
Vote necessary to convict (two-thirds)	1	24
What may be charged	1	24
Witnesses shall be sworn upon demand	2	24
Charter—Surrender of	5	5
Committees—Appointed by the President	2	8
Committee of the Whole to consider questions affecting Scale of Prices	—	10
Duties of	1 11	20–23
Members of, may be deposed for neglect of duty	1	29
Names of, and how many members	2	8, 9
Reports of, to be made in writing	13	23
Contracts, members cannot take	10	30
Copy cutters must be practical printers	2	6
Copyholders must be practical printers	2	6
Delegates—Elective officers	1	7
Salary of	2	24
Discipline, Fines, and Penalties	1-14	29–31
Penalty for belonging to organizations prohibited in obligation (expulsion)	5	27
Honorary, passive, and apprentice members subject to discipline	3, 4, 6	6, 7
Penalty for violation of I. T. U. law	14	31
Dues—(1 per cent, computed on even dollars)	1	28
Amount paid for collecting (5 per cent)	4	29
Apprentice members (25 cents per month)	6, 1	7, 28
Chairmen to accept statement of members as to earnings	4	29
Charges for false returns, and penalty	4	29
Commence on deposit of traveling card	9	27
Dues and assessments, how levied	—	9

	Sec.	Page
Dues—Must be on per cent basis, except death assessments	1	28
Members in arrears must be suspended	8	27
Passive members (50 cents per month)	4	6
Payable from date of permit	2	28
Refusal to pay arrearages, procedure	8	27
To be on per cent basis	1	28
To be paid first pay-day after stated meeting	2	28
Election—Boards, how elected, and duties of	2, 3	11, 12
Remuneration of	9, 1	13, 24
Contest, procedure in case of	16	14
Date of, arrangements for, and manner of holding	1–19	11–15
Officers to make a tabulated statement	8	13
Penalty for false returns	17	15
Penalty for illegal voting	18	15
Trials for violations of law	19	15
Exhibits—Scale of Prices	—	54–60
Fines. (*See* Discipline, Fines, and Penalties.)		
Foremen and assistants to enforce Chapel rules	6	36
Chairmen to report to, violation of rules	6	36
Compositors to be furnished cause for discharge in writing	13	31
Fine in case of refusal to enforce rules	6	36
May discharge for four reasons	13	31
May employ help at will	13	31
Funds—Building fund	—	29
Checks, to be signed and countersigned	3	10
For what appropriated and vote required	1	9
Reserve fund	—	29
When President can refuse to entertain motion to appropriate	2	10
Funeral Expenses and Benefits. (*See* Benefits.)		
General Rules. (*See under* Scale of Prices.)		
Honorary Members—Cannot vote or hold office	3	6
Not entitled to funeral benefits	3	6
Privileges of	3	6
Reasons for conferring membership	3	6
Subject to discipline	3	6
Index	—	61–71
Installation of Officers	1	16
Obligation administered	1	16
President to appoint committees immediately after	2	16
Jurisdiction	1, 3	5
Labels shall be under control of Allied Printing Trades Council	11	22
Machine operators must be practical printers	2	5, 6
Meetings—Members shall not be admitted to, if intoxicated	8	30
Must exhibit working card to Doorkeeper	8	30

	Sec.	Page
Meetings—Punishment for disorderly conduct, etc., at	7	30
Special, how called	2	7, 11
Penalty for non-attendance of a petitioner for ($1)	6	30
Stated, when and where to be held	1	7, 11
Members—Cannot take contracts	10	30
Cannot work on matter sublet by unfair offices	12	31
In arrears for dues must be suspended	8	27
Objection of three, may except name of applicant from collective ballot	2	26
Penalty for accepting work in case of strike	2	29
For working with non-members	4	26
Procedure in case of refusal to pay dues	8	27
Prohibited from joining certain organizations	5	27
Superannuated, to receive not less than 25 cents per hour	1	45
Membership—Active	2	5
Applicant for, if rejected, cannot apply again for six months	12	28
Applicants who must be practical printers	2	5, 6
Application for, to be filed with Secretary	1	26
Knowledge required in	1	26
Referred to Nominations Committee	1	26
Reported on at next stated meeting	2	26
Apprentice	6	7
Fee on application ($1)	1	26
Transfer to active roll without extra fee	7	27
Ball ballot to be used	2	26
Change from one list to another	7	7
Collective ballot may be used	2	26
Objection of three members may except name from	2	26
Fee ($15)	1	26
Honorary	3	6
Members-elect to take obligation	3	26
To sign Constitution	4	27
Failure to take obligation in one month, new application	6	27
Necessary vote to elect (two-thirds)	2	26
Passive	4	6
Person declared a "rat" cannot be admitted until a fine of $25 is paid	11	31
Shall not admit to, persons coming from towns where unions exist	10	28
Except upon attested certificate	10	28
Nor until assent of union in that town is secured	10	28
Superannuated	5	6
Minutes, to suspend reading of, requires three-fourths vote	3	7

	Sec.	Page
Nominations for office	6	13
Date of (stated meeting in April)	6	13
Notify Secretary of acceptance of	6	13
Oath, certain candidates must take	1	8
Objects of the Union	3	5
Obligation of applicants for membership	3	26
Failure to take in one month requires new application	6	27
Members prohibited from joining certain organizations	3, 5	26, 27
Penalty for violation (expulsion)	5	27
Office—Certain candidates for, to take oath	1	8
Nominations for (stated meeting in April)	6	13
Vacancies in, how filled	3, 1–4	11, 15
Officers. (*See also* under head of different officers.)		
Auditors may be elected in open meeting	1	7
Duties of	1–10	16–20
Elective officers	1	7
Impeachment of	4	9
Installation of, obligation administered	1	16
Presiding officer, when Union can designate	3	11
Salaries of	1, 2	24
Operators, machine, must be practical printers	2	5, 6
Order of business	—	3
Order, Rules of	—	37–40
Organizer. (*See also* Officers.)		
Duties of	10	19, 20
Salary of (50 cents per hour)	10	20
Shall act as Secretary in his absence	10	20
Vacancy, how filled	10	20
Passive members—Cannot vote or hold office	4	6
Dues of (50 cents per month)	4	6
Subject to discipline	4	6
Who may become	4	6
Penalties. (*See* Charges and Trials; *also*, Discipline, Fines, and Penalties.)		
President. (*See also* Officers, *and* Rules of Order.)		
Can vote in case of tie, by ballot, and when a two-thirds vote is necessary	1	16
Committees to be appointed by	2	8, 9
Duties of	1	16
Ex officio member of Board of Trustees	1	8
In case of strike authorized by Executive Council, shall call a meeting	2	32
May appoint Reading Clerk	3	9
May call special meetings at discretion	2	7
May levy death assessments at discretion	1	28
Salary of ($150)	1	24
Presiding Officer, when Union can designate a	3	11
Prices, scale of. (*See* Scale of Prices.)		

	Sec.	Page
Proof readers must be practical printers	2	6
Quorum (25 members)	—	9
Reading Clerk—Compensation of ($2 per meeting).	1	24
Duties of	4	18
President may appoint a	3	9
Reinstatement—Applications for, referred to Nominations Committee	11	28
Permit shall not be granted	11	28
Except when dropped for non-payment of dues.	11	28
Separate ballot for applicants for	11	28
Reserve Fund—$300 monthly to be paid Board of Trustees	—	29
No appropriation from, except for certain purposes	—	29
Part of initiation fee to go to	1	26
To be known as Building Fund	—	29
Rules of Order	—	37–40
Salaries—Auditors ($25 each per annum)	1	24
Cannot be increased by special appropriation	1	24
Committees (50 cents per hour for loss of time during working hours)	1	24
Delegates and Alternates ($10 per day and 5 cents per mile traveled)	2 —	24, 36
Doorkeeper ($2 per meeting)	1	24
Organizer (50 cents per hour, except when acting as Secretary)	10	20
President ($150 per annum)	1	24
Reading Clerk ($2 per meeting)	1	24
Secretary ($1,300 per annum and leave)	1	24
Sergeant-at-Arms ($2 per meeting)	1	24
Treasurer ($150 per annum)	1	24
Trustees ($1 each per annum)	1	24
Scale of Prices—		
Book and Job. (*See also* General Rules)	—	47–50
Algebraical work	8	48
Arithmetical work	7	48
Between 8 a. m. and 5 p. m	1	47
Between 5 p. m. and midnight	1	47
Between midnight and 8 a. m	1	47
Union may modify to $18 per week	1	47
Blank pages, chapter heads, short pages, etc	11, 12, 21	48, 50
Chapel may fix equivalent	11	48
Bottom notes, contents, etc, in smaller type	17	49
Casting up side-notes, etc	—	49
Common matter, pica to agate—		
Between 8 a. m. and 5 p. m	3	47
Between 5 p. m. and midnight	3	47
Between midnight and 8 a. m	3	47
See prices for pearl and diamond	3	47

	Sec.	Page
Scale of Prices—		
Type larger than pica to be cast to pica	3	47
Union may modify this scale	3	47
Compositors to distribute fat or objectionable matter	14	49
Exceptions	14	49
Contractions	9	48
Cut-in notes	16	49
Cuts worked in matter belong to compositor	19	49
Worked separate, do not	19	50
Diamond	3	47
Eight hours a day's work	1	47
Foreign language (Roman characters)	5	48
Full and half titles	13	48
Headings, notes, dates, signatures, and dash-lines to tables	20	50
Holiday work	2	47
Machine Scale (Book and Job)	—	53
Apprentices may only learn in last three months	8	53
Eight hours a day's work	2	53
Hand work in machine office	6	53
Learners	5	53
May permit learners if product is not used	7	53
Operating for daily paper, to pay newspaper scale	4	53
Operators to receive $21 per week	2	53
Overtime	3	53
Time scale exclusively	2	53
Who to be members of the Union	1	53
Mathematical work	8	48
Measure of less than 16 ems, extra	18	49
Old English spelling	9	48
Overtime to commence at 8 p. m	3	47
Pearl	3	47
Piece compositors must have six hours' copy	4	47
Prefaces, contents, etc	10	48
Side-notes counted full length in type set	15	49
Whole page to be charged as text	15	49
Sunday or holiday work	2	47
If on "call," $1 additional	2	47
Union may limit to certain holidays	2	47
Superannuated members, minimum scale	1	47
Superiors, etc	9	48
Technical portions of works	6	49
Type other than Roman predominating	6	49
Waiting for copy or proofs	4	48
Exhibits illustrating Scale of Prices	—	54–60
Final vote by Union on, to be secret	—	10
General Rules	—	41–43
Alterations from copy	12	42

	Sec.	Page
Scale of Prices—		
Bad letters corrected by office	11	42
Bad manuscript	15	42
Compositor to correct one proof and revises	13	42
Chairman shall ring under Union or Chapel rules	11	42
Details for work paying extra	20	43
Different sizes of type in an article	19	43
Establishment to furnish unusual sorts	4	41
Sorts bought after matter is set	4	41
Foreign characters	8	42
Four lines of straight matter between tables	10	42
Fonts not up to standard	17	43
Scale for standard measurement	18	43
Half measure of regular width	8	42
Exceptions	17	43
Headings of four lines in smaller type than article	19	43
In larger type	19	43
Intricate matter	15	42
Italics (except in ads.) or figures over 200 ems.	16	43
Less than an en space in width not counted	6	41
Exceeding an en counted one em	6	41
Letters cast on larger body than face	14	42
Letters cast on smaller body than face	14	42
Matter leaded after setting	5	41
Compositor to charge for same	5	41
Same rule as to spacing tables	5	41
Measurement, Standard	18	43
Office to correct alterations from copy	12	42
Exceptions	12	42
Payments must be in full	1	41
Rule-and-figure work	8	42
Two columns and rule, with box head	9	42
Recall	2	41
Three justifications, without rules	7	41
More than three	7	41
Newspaper. (*See also* General Rules)	—	43–46
[Portions relating to piecework on daily papers not indexed, time scale prevailing]	1–3, 14	43, 46
Advertisements in newspapers or periodicals	4	44
Advertisements set by piece-work	10	46
Borrowed matter	7	45
Business notices, etc	16	46
Corrections in advertisements	8	45
Diagrams	11	46
Eight hours a day's work on weeklies	5	45
Holidays to be paid for same as Sunday	15, 18	46
Initial letters or small cuts over 3 lines deep	17	46
Intricate justifications in advertisements	13	46
Machine Scale (Newspaper)	—	51, 52

	Sec.	Page
Scale of Prices—		
All-time scale to prevail	2	51
Apprentices, when they may learn machines	7	52
Changes in scale according to agreement	9	52
Evening papers, hours and pay	2	51
Holidays, $1 extra	4	51
Hours of labor	5	51
Morning papers, hours and pay	2	51
Overtime	3	51
Who to be members of Union	1	51
Matter with leaders, dashes, or rules as a border	12	46
One dollar extra for holidays	15	46
Piece-work on weeklies	5	45
Supplements, how considered	6	45
Takes of less than 100 ems	19	46
Two-column matter, with rule, etc	17	46
Weeklies, piece-work on	5	45
When cuts and plates may be charged	9	45
Union may waive right	9	45
Questions affecting, considered in Committee of the Whole	—	10
Union must arrange a Scale of Prices	—	10
Seal, official acts and publications to be under	4	5
Secretary. (*See also* Officers.)		
Application for membership to be filed with	1	26
Bond of ($1,000)	1	23
Duties of	3, 8	16–18, 27
Ex officio member of Board of Trustees	1	8
Organizer to act as, in his absence	10	20
Salary of ($1,300, with leave)	1	24
Shall have one month's annual leave	1	24
Shall report changes in membership	7	7
To charge chairmen with embezzlement if moneys are not turned over in 5 days	9	30
Strikes—Members on strike to report daily	3	33
Members must be in good standing to vote	2	32
Membership of six months a requisite to vote on	2	32
Not entitled to benefits if working parts of weeks	3	33
Procedure in case of disagreement which may result in	1	32
Substitutes depending on office on strike entitled to benefits	—	32
Three-fourths vote necessary to favor	2	32
Substitutes dependent on office on strike entitled to benefits	—	32
Superannuated members—Exempt from dues and assessments	5	6
Funeral benefits of	5	6
Pay, not less than 25 cents per hour	1	47
Who may become	5	6
Title, objects, and jurisdiction	1–3	5

	Sec.	Page
Traveling cards. (*See* Cards.)		
Treasurer. (*See also* Officers.)		
Bond of ($1,000)	1	23
Duties of	5	18
Salary of ($150)	1	24
Trials. (*See* Charges, Uniform)		
Trustees, Board of. (*See also* Officers.)		
Bond of Chairman payable to Secretary	2	23
Chairman to be bonded ($500)	6, 1	18, 23
Legal transactions to be in name of the Union	6	18
Rules and regulations to be submitted to Union	6	19
Salaries of members ($1 each per annum)	1	24
Term of a member (three years)	1	8
Type measurers must be practical printers	2	6
Unfair offices, members cannot work on matter sublet by	12	31
Uniform Trials and Charges. (*See* Charges.)		
Vacancies, how filled	3, 1-4	11, 15
Vice-President. (*See* Officers)	2	16
Vote—Chapel vote at request of majority in Union meeting	—	36
Cannot change decision except by a like vote	—	36
Passive, honorary, and apprentice members cannot vote	3, 4, 6	6, 7
President can vote in case of tie, by ballot, and when a two-thirds vote is necessary	1	16
Votes—Amendments (two-thirds)	—	10
Appropriations—		
Necessary expenses (majority)	1	9
Other purposes, under $25 (three-fourths)	1	9
Over $25 (nine-tenths)	1	9
To convict on charges (two-thirds)	1	24
To suspend reading of minutes (three-fourths)	3	7
Strikes (three-fourths)	2	32
Voting. (*See also* Election.) Penalty for illegal	18	15
Withdrawal cards, to whom issued	1	31

72

UNIVERSITY OF ILLINOIS-URBANA

3 0112 042771763